

City of Hesperia



Community Assistance Program Notice of Funding Availability (NOFA) 2023-2024

**APPLICATION SUBMISSION DEADLINE:
Date: Monday, February 13, 2023 Time: 5:00 p.m.**

City of Hesperia
Economic Development Department
760 947-1909
9700 Seventh Avenue
Hesperia, CA 92345



TABLE OF CONTENTS

OVERVIEW.....3

SECTION I – CAP NOTICE OF FUNDING AVAILABILITY.....3

SECTION II – NOFA PROCESS AND TIMELINE.....3-4

SECTION III – PROGRAM REGULATIONS.....4

ELIGIBLE APPLICANTS.....4

ELIGIBLE & INELGIBLE PROJECTS, ACTIVITIES.....4

APPLICANT SELECTION PROCESS.....5

PROGRAM MANAGEMENT.....5

SECTION IV – MONITORING/INDEPENDENT AUDIT.....5

SECTION V – ADDITIONAL INFORMATION.....5

INSURANCE REQUIREMENTS.....5

PUBLIC RECORDS.....5

CAP NOFA ATTACHMENTS

ATTACHMENT 1: APPLICATION



OVERVIEW

Thank you for your interest in the 2023-2024 City of Hesperia (City) Community Assistance Program (CAP). The CAP grant program is like the CDBG Public Service Program but will not be regulated by the Department of Housing and Urban Development (HUD). The CAP is funded through the City’s general fund and managed by the Economic Development Department. We hope that participants will find CAP a very user-friendly and easily manageable program. The City is dedicated to its residents and the continued funding of public services.

SECTION I. NOTICE OF FUNDING AVAILABILITY (NOFA)

The CAP NOFA is for the 2023-2024 fiscal year and will be available for public service programs and projects that assist Hesperia residents to pay for food, clothing, shelter, medical needs, youth services, differently abled services, seniors, and veterans. The CAP will be funded through the City’s general fund and will not exceed fifty thousand dollars (\$50,000) for the CAP 2023-2024 program year.

SECTION II. NOFA PROCESS AND TIMELINE

Interested parties will need to complete an application that will be available January 9, 2023. The application will be available on the City’s website, at City Hall in the Economic Development Department, and can be mailed or emailed to interested applicants. Please ensure that the application is completely filled out and that the requested documents are contained in your application package.

Completed applications will be accepted no later than February 13, 2023, at 5:00 p.m. Applications will not be accepted after this date and time. Please submit your application in an enclosed envelope addressed to:

City of Hesperia
Economic Development Department
760 947-1909
9700 Seventh Avenue
Hesperia, CA 92345



Important Dates:

January 9, 2023	Applications available
February 13, 2023	Applications Due 5:00 p.m.
April 12, 2023	HCCAC meeting 6:00 p.m. Make recommendations to Council Applicants to provide testimony
May 2, 2023	City Council review Committee recommendations and approval 6:30 p.m.

SECTION III. PROGRAM REGULATIONS

ELIGIBLE APPLICANTS

Eligible applicants should meet the following criteria:

- Be a non-profit organization with tax-exempt status
- Serve City of Hesperia residents (must meet 75% of stated unduplicated goal in application during the CAP NOFA period July 1, 2023 - June 30, 2024)
- Be capable of providing the following documentation with the application
 - Copy of your current (as of 2023) Articles of Incorporation and by-laws for the organization
 - Non-profit Determination Letter from the IRS for the organization
 - Organizational Chart for the 2023-2024 fiscal year for the program/project
 - List of Board of Directors for the 2023-2024 fiscal year for the program/project

Upon selection, participants will need to provide insurance at limits (see below) as approved by the City and stated in the contract and a copy of their City business license. The City reserves the right to review applications from organizations not classified as non-profit, tax-exempt.

ELIGIBLE & INELIGIBLE PROJECTS, ACTIVITIES

Eligible public service programs and projects include, but are not limited to, the following: food, clothing, shelter, medical needs, youth services, differently abled services, seniors and veterans. The City reserves the right to review applications from organizations not classified as non-profit, tax-exempt.

Ineligible programs and projects include new construction, rehabilitation, acquisition, lobbying; political or religious solicitation/services; broker fees/services; illegal activities; activities that are prohibited by City Ordinance and/or Resolution; and operations for which lack all required government agency licensing, permits, or approvals.

APPLICANT SELECTION PROCESS

All eligible applicants will be forwarded to the Hesperia City Council Advisory Committee (HCCAC). The HCCAC will listen to the applicants present testimony regarding their programs during the first HCCAC meeting, committee members will make their top (10) recommendations



to Council. At the subsequent City Council meeting, City Council will review the HCCAC recommendations and approve final allocations.

PROGRAM MANAGEMENT

Data collected on unduplicated Hesperia residents during the CAP program year will be utilized to support CDBG 2021-2025 Consolidated Plan goals (Fair Housing Services, Public Services for Low-Income Families, Senior Services, Homeless Prevention and Special Needs Services) and will be reported in the annual CDBG Action Plan and CDBG Consolidated Annual Performance and Evaluation Report.

SECTION IV. MONITORING/INDEPENDENT AUDIT

CAP staff will perform annual monitoring. Participants are responsible to give an accounting for all funds received. The City reserves the right to conduct an independent audit.

SECTION V. ADDITIONAL INFORMATION:

INSURANCE REQUIREMENTS

Insurance shall be commensurate with the following guidelines:

Workers' Compensation - A program of Workers' Compensation insurance or a state-approved Self Insurance Program in an amount and form to meet all applicable requirements in the Labor code of the State of California, including Employer's Liability with \$250,000 limits, covering all persons providing services on behalf of Participant and all risks to such persons under this Contract.

Comprehensive General and Automobile Liability Insurance - This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall be of the "per occurrence" type and have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).

PUBLIC RECORDS

Applicants should understand that under the California Public Records Act all submitted documents, in response to this NOFA and Community Assistance Program are considered public records and will be made available to the public upon request per the Public Records Request Act, following the application deadline unless specifically excluded by law.